

RESOLUTION NO. 2015-72

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIMI VALLEY ESTABLISHING TERMS AND CONDITIONS OF EMPLOYMENT FOR MANAGEMENT-DESIGNATED EMPLOYEES, AND REPEALING RESOLUTION NOS. 2015-40, 2015-26, 2014-68, 2014-35, 2014-24, 2014-23, 2014-18, 2014-15, 2014-04, 2014-02, AND PREVIOUS RESOLUTIONS TO THE EXTENT THAT THEY ARE IN CONFLICT HEREWITH

WHEREAS, the City Council has reviewed the terms and conditions for Management-designated employees; and

WHEREAS, the City Council desires to incorporate changes to such Management terms and conditions for Fiscal Years 2015-16 and 2016-17; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIMI VALLEY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The compensation levels and other terms and conditions of employment for Management-designated employees shall be as in Exhibit 1 attached hereto.

SECTION 2. All previous resolutions relating to compensation levels and terms and conditions of employment for Management-designated employees are hereby repealed to the extent they are in conflict with this resolution.

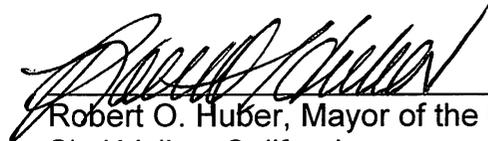
SECTION 3. The provisions of Exhibit 1 shall be effective as of July 1, 2015, unless otherwise specifically indicated within Exhibit 1.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED and ADOPTED this 16<sup>th</sup> day of November 2015

**Attest:**

  
\_\_\_\_\_  
Ky Spangler, Deputy Director/City Clerk

  
\_\_\_\_\_  
Robert O. Huber, Mayor of the City of  
Simi Valley, California

**Approved as to Form:**

  
\_\_\_\_\_  
Lonnie J. Eldridge, City Attorney

**Approved as to Content:**

  
\_\_\_\_\_  
Eric J. Levitt, City Manager

I, Deputy Director/City Clerk of the City of Simi Valley, California, do hereby certify that the foregoing Resolution No. 2015-72 was regularly introduced and adopted by the City Council of the City of Simi Valley, California, at a regular meeting thereof held on the 16<sup>th</sup> day of November 2015, by the following vote of the City Council:

AYES: Council Members Mashburn, Judge, Becerra, Mayor Pro Tem Sojka and Mayor Huber

NAYS: None

ABSENT: None

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Simi Valley, California, this 23<sup>rd</sup> day of November 2015.

  
\_\_\_\_\_  
Ky Spangler  
Deputy Director/City Clerk

1. Salary Compensation

- a. The monthly salary ranges for Management-designated positions as of July 1, 2015 shall be as follows:

JOB TITLE	Salary Range		
Accounting Projects Analyst	\$5,707.48	-	\$7,317.70
Accounting Specialist	\$4,593.68	-	\$5,869.76
Accounting Supervisor	\$6,361.07	-	\$8,167.36
Administrative Aide	\$4,371.01	-	\$5,580.36
Administrative Officer	\$6,981.15	-	\$8,973.47
Administrative Secretary	\$4,119.94	-	\$5,253.97
Assistant City Attorney	\$9,175.47	-	\$11,826.17
Assistant City Clerk	\$5,849.74	-	\$7,604.70
Assistant City Manager	\$10,998.78	-	\$14,298.44
Assistant Engineer	\$5,829.94	-	\$7,476.93
Assistant Planner	\$5,015.94	-	\$6,418.75
Assistant Public Works Director	\$10,053.94	-	\$12,968.13
Assistant to the City Manager	\$8,008.20	-	\$10,308.70
Assistant Waterworks Services Manager	\$6,628.74	-	\$8,515.41
Associate Engineer	\$6,379.27	-	\$8,191.08
Associate Planner	\$5,716.92	-	\$7,329.96
Budget Officer	\$7,254.85	-	\$9,329.32
Chief of Police	\$13,509.25	-	\$17,561.98
City Attorney	\$14,478.99	-	\$18,822.51
City Engineer	\$9,161.08	-	\$11,807.53
City Manager	\$14,560.20	-	\$18,928.24
Code Enforcement Manager	\$6,640.75	-	\$8,505.45
Code Enforcement Officer	\$4,663.86	-	\$5,961.06
Code Enforcement Supervisor	\$6,056.33	-	\$7,771.31
Collection System Supervisor	\$5,311.35	-	\$6,802.75
Communication Systems Coordinator	\$6,435.22	-	\$8,263.86
Communications Manager	\$4,467.07	-	\$8,305.22
Community Services Specialist	\$4,901.98	-	\$6,270.57
Counter Technician (Hourly)	\$23.96	-	\$30.57
Court Liaison (Hourly)	\$22.08	-	\$28.18
Crime Analysis and Reporting Manager	\$6,441.57	-	\$8,266.96
Crime Analysis and Reporting Manager (Y-Rated)		-	\$8,375.38
Crime Analyst	\$5,169.02	-	\$6,617.76

JOB TITLE	Salary Range		
Cultural Arts Center Assistant Manager	\$4,727.21	-	\$6,043.42
Cultural Arts Center Manager	\$6,369.96	-	\$8,178.99
Cultural Arts Center Technical Coordinator	\$4,507.58	-	\$5,761.10
Customer Services Manager	\$6,467.07	-	\$8,305.22
Deputy Building Official	\$6,904.30	-	\$8,873.58
Deputy Building Official/Plan Check	\$7,591.74	-	\$9,767.29
Deputy City Attorney	\$7,580.91	-	\$9,855.15
Deputy City Manager	\$9,472.80	-	\$12,212.59
Deputy Director/Building Official	\$8,412.00	-	\$10,833.59
Deputy Director/Citizen Services	\$8,238.14	-	\$10,607.68
Deputy Director/City Clerk	\$6,381.94	-	\$8,194.59
Deputy Director/City Planner	\$8,557.62	-	\$11,022.94
Deputy Director/Community Programs & Facilities	\$8,238.14	-	\$10,607.68
Deputy Director/Development Services	\$8,354.06	-	\$10,758.32
Deputy Director/Economic Development	\$8,777.73	-	\$11,309.13
Deputy Director/Environmental Compliance	\$8,309.19	-	\$10,700.00
Deputy Director/Fiscal Services	\$8,265.53	-	\$10,643.21
Deputy Director/Housing & Special Projects	\$8,238.14	-	\$10,617.68
Deputy Director/Human Resources	\$8,982.96	-	\$11,575.92
Deputy Director/Information Services	\$9,227.40	-	\$11,893.61
Deputy Director/Maintenance Services	\$8,308.52	-	\$10,699.22
Deputy Director/Maintenance Services Engineer	\$8,354.06	-	\$10,758.32
Deputy Director/Police Critical Support & Logistics	\$8,421.51	-	\$10,846.05
Deputy Director/Public Works Administration	\$8,421.51	-	\$10,846.05
Deputy Director/Sanitation Services	\$8,308.52	-	\$10,699.22
Deputy Director/Support Services	\$7,579.24	-	\$9,751.08
Deputy Director/Traffic Engineer	\$9,161.08	-	\$11,807.53
Deputy Director/Transit	\$8,238.14	-	\$10,607.68
Deputy Director/Waterworks Services	\$8,308.52	-	\$10,699.22
Director, Administrative Services	\$10,473.58	-	\$13,615.57
Director, Community Services	\$10,250.44	-	\$13,325.56
Director, Environmental Services	\$10,247.84	-	\$13,322.10
Director, Public Works	\$11,167.30	-	\$14,517.49
Emergency Services Coordinator	\$5,588.25	-	\$7,162.78
Emergency Services Manager	\$6,435.22	-	\$8,263.86
Enterprise Systems Analyst	\$7,438.71	-	\$9,568.37
Environmental Compliance Program Analyst	\$5,373.81	-	\$6,883.98
Environmental Compliance Program Coordinator	\$6,056.33	-	\$7,771.31

JOB TITLE	Salary Range		
Executive Assistant	\$5,331.76	-	\$6,829.31
GIS Coordinator	\$7,167.14	-	\$9,210.24
Graphics Media Coordinator	\$4,568.11	-	\$5,836.57
Home Rehabilitation Coordinator	\$5,355.22	-	\$6,859.80
Human Resources Analyst	\$5,723.08	-	\$7,338.09
Information Services Analyst I	\$5,736.38	-	\$7,355.44
Information Services Analyst II	\$6,232.18	-	\$7,999.75
Laboratory Chemist	\$6,024.59	-	\$7,729.97
Laboratory Supervisor	\$6,622.35	-	\$8,507.05
Landscape Architect	\$7,133.56	-	\$9,145.70
Legal Secretary	\$4,306.99	-	\$5,497.16
Maintenance Superintendent	\$6,554.60	-	\$8,419.06
Maintenance Supervisor	\$5,311.35	-	\$6,802.75
Management Analyst	\$5,588.25	-	\$7,162.78
Neighborhood Council Coordinator	\$5,338.67	-	\$6,838.33
Permit Services Coordinator	\$5,143.10	-	\$6,686.64
Plant Maintenance Supervisor	\$5,728.69	-	\$7,345.35
Plant Operations Manager	\$6,766.80	-	\$8,694.88
Plant Operations Supervisor	\$5,728.69	-	\$7,345.35
Plant Support Systems Manager	\$6,766.80	-	\$8,694.88
Police Maintenance Supervisor	\$4,877.51	-	\$6,238.85
Police Records Manager	\$5,849.74	-	\$7,604.70
Police Records Supervisor	\$5,169.02	-	\$6,617.76
Police Services Supervisor	\$4,901.98	-	\$6,270.57
Principal Engineer	\$8,354.06	-	\$10,758.32
Principal IS Analyst	\$7,487.22	-	\$9,631.44
Principal Planner/Zoning Admin.	\$7,452.42	-	\$9,586.24
Risk Manager	\$7,256.17	-	\$9,331.03
Senior Accountant	\$6,396.78	-	\$8,213.79
Senior Administrative Officer	\$7,643.55	-	\$9,834.70
Senior Assistant City Attorney	\$10,082.30	-	\$13,004.98
Senior Code Enforcement Officer	\$5,312.60	-	\$6,804.35
Senior Crime Analyst	\$6,441.57	-	\$8,266.96
Senior Engineer	\$7,287.89	-	\$9,372.29
Senior Human Resources Analyst	\$6,530.33	-	\$8,387.10
Senior Information Services Analyst	\$6,825.80	-	\$8,771.60
Senior Management Analyst	\$6,435.22	-	\$8,263.86
Senior Planner	\$6,523.44	-	\$8,378.44
Senior Services Assistant Manager	\$4,726.76	-	\$6,042.81
Senior Services Manager	\$6,134.55	-	\$7,872.93

JOB TITLE	Salary Range		
Staff Accountant	\$5,616.93	-	\$7,200.18
Supervising Building Inspector	\$5,814.12	-	\$7,456.37
Supervising Public Works Inspector	\$5,814.12	-	\$7,456.37
Transit Finance Manager	\$6,366.25	-	\$8,174.21
Transit Superintendent	\$6,725.96	-	\$8,641.79
Transit Supervisor	\$4,958.94	-	\$6,344.69
Treasury Officer	\$6,374.03	-	\$8,184.30
Utility Services Specialist (Hourly)	\$29.50	-	\$37.78
Water Distribution Supervisor	\$5,812.04	-	\$7,453.70
Water Operations Supervisor	\$5,812.04	-	\$7,453.70
Water Systems Supervisor	\$5,812.04	-	\$7,453.70
Workers' Compensation Adjuster	\$4,371.01	-	\$5,580.36
Workers' Compensation Manager	\$6,360.60	-	\$8,166.82
Workers' Compensation Supervisor	\$5,723.08	-	\$7,338.09

- b. Effective December 28, 2015, the monthly salary range and base salary for all Non-Sworn Executive Management and Management employees that are Classic Members, including the City Attorney, shall be increased by two percent (2%). The salary range (but not base pay) will also be increased by 2% for New Members, including the City Manager. This increase excludes the Chief of Police.

Effective December 28, 2015, the monthly salary range and base salary for the Chief of Police shall be increased by four and one-half percent (4.5%).

Effective January 11, 2016, the monthly salary range and base salary for all Executive Management and Management employees, including the Chief of Police and City Attorney, shall be increased by two percent (2%) for a cost-of-living adjustment.

Effective December 26, 2016, the monthly salary range and base salary for all Non-Sworn Executive Management and Management employees that are Classic Members, including the City Attorney, shall be increased by two percent (2%). The salary range (but not base pay) will also be increased by 2% for New Members, including the City Manager. This increase excludes the Chief of Police.

Effective December 26, 2016, the monthly salary range and base salary for the Chief of Police shall be increased by four and one-half percent (4.5%).

Effective January 9, 2017, the monthly salary range and base salary for all Executive Management and Management employees, including the Chief of Police, City Manager, and City Attorney, shall be increased by two percent (2%) for a cost-of-living adjustment.

- c. All Management employees shall be placed within the ranges in Section 1.a. of this Exhibit. Except as provided herein, the position within the salary range shall be determined by merit.
- d. Executive Management shall be reviewed annually in July of each year, and Management employees shall be reviewed annually on their respective anniversary dates. The City's merit pay policy shall generally provide for merit salary increases up to 5% (not to exceed the top of the established range for the position classification) on the employee's anniversary date, based on continued meritorious and efficient service. An additional 1% if it is within the range may be granted for exceptional service and work above and beyond the call of duty based on the City Manager approval.
- e. Executive Management and Management employees that are temporarily assigned to work in an upgraded (higher level) position/classification for a limited duration (not merely performing some additional duties of the higher-level classification) shall receive the minimum salary for the position to which assigned, or an additional 5.5% of the employee's current salary, whichever is greater. In no case shall the adjusted salary be greater than the maximum salary for the position to which assignment has been made. Payment will be effective the first day of the temporary acting assignment, and the City will report to CalPERS the temporary upgrade/acting pay as special compensation with the exception of New Members.

## 2. Allowances

- a. Mileage Allowance – Effective June 23, 2008, Executive Management (except for the City Manager and City Attorney, which is provided as part of their employee agreement) shall receive a monthly mileage allowance in the amount of \$400 (Chief of Police may receive vehicle in-lieu of allowance). The mileage allowance is granted in-lieu of mileage reimbursement for use of a personal vehicle on City business within the City.
- b. Uniform Allowance – Under the California Public Employees' Retirement System regulations and definition of Special Compensation (2 CCR §571), uniform allowance is defined as compensation paid or the monetary value for the purchase, rental and/or maintenance of required clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain.
  - i. Effective July 1, 2002, the Chief of Police shall receive an annual uniform allowance of \$1,600 payable in the second paycheck in November of each year. Such allowance shall be for maintenance and normal replacement of uniforms. With the exception of New Members, the City will report to CalPERS the uniform allowance as special compensation in the amount of \$61.54 per pay period.

ii. With the exception of New Members, the City will report to CalPERS the uniform rental and/or maintenance cost (currently \$8.31 paid biweekly) as special compensation for those full-time management employees, defined below, required by the City to wear a uniform:

- Collection System Supervisor
- Environmental Compliance Program Coordinator
- Laboratory Chemist
- Laboratory Supervisor
- Maintenance Superintendent
- Maintenance Supervisor
- Plant Maintenance Supervisor
- Plant Operations Supervisor
- Plant Support Systems Manager

### 3. Health Plans & Flexible Benefits Plan

#### Medical Insurance

Effective January 1, 2014, the City contracted with the Public Employees' Retirement System for medical insurance through the Public Employees Medical and Hospital Care Act ("PEMHCA").

For employees enrolled in a CalPERS plan, the City shall pay the required statutory minimum on behalf of each employee. The minimum contribution will apply only toward the medical insurance premium for a CalPERS Health plan. If an employee chooses not to enroll in a CalPERS Health plan, the minimum contribution cannot be used for any other purpose.

If CalPERS changes any of the medical insurance plans by either adding to or deleting the plan options, employees will be limited to those plan options offered by CalPERS.

#### Dental and Vision Insurances

Effective January 1, 2008, the City shall contribute up to \$68.94 per month for dental insurance. Effective August 1, 2005, the City shall contribute up to \$19.80 per month for vision care insurance. Contributions for part-time employees are prorated based on the percentage of full-time worked.

#### Simi Flex Dollars

In addition to the City's payment of a portion of employees' medical, dental, and vision insurance premiums as described above, eligible regular employees are provided with a flexible benefit plan package (Simi Flex dollars), which could be used by the employee to offset the cost of medical, dental, or vision insurance, or other optional benefits. The Simi Flex amount varies depending upon the employee group and the medical plan selected. Contributions for part-time employees are prorated based on the percentage of full-time worked.

Maximum monthly Simi Flex amounts for employees who are enrolled in a City medical insurance plan are determined as follows:

Base Simi Flex Amount: \$1,613.77 per month;

PLUS (+): \$335.83 (Non-Sworn Management); \$632.66 (Executive Management) or, \$593.98 (City Council);

LESS (-): PEMHCA monthly minimum employer medical insurance contribution, which is \$122 in 2015 and \$125 in 2016.

	2015 Simi Flex Monthly Maximum	2016 Simi Flex Monthly Maximum
<b>Non-Sworn Management</b>		
With Medical Insurance*	\$1,827.60	\$1,824.60
Without Medical Insurance (Opt Out)	\$335.83	\$335.83
<b>Executive Management</b>		
With Medical Insurance*	\$2,124.43	\$2,121.43
Without Medical Insurance (Opt Out)	\$632.66	\$632.66
<b>City Council</b>		
With Medical Insurance*	\$2,085.75	\$2,082.75
Without Medical Insurance (Opt Out)	\$593.98	\$593.98

\*After deducting the employee's medical insurance out-of-pocket costs (premium less PEMHCA minimum employer medical insurance contribution), the remaining Simi Flex cash balance shall not exceed the Opt Out amounts shown above.

Effective for the January 1, 2017 Plan Year, the City's contribution to the Flexible Benefit Plan (Simi Flex) will be increased, if necessary, by an amount equal to eighty percent (80%) of any premium increase in the average of the CalPERS PersCare, PersChoice, and PersSelect PPO medical insurance plans above the existing 2016 premiums at the Family level.

4. Continuation of Health Plan Coverages

Effective August 1, 2001, employees who retire may elect to remain on the City's dental and vision plans, at the premium rates, subject to the carriers' terms.

5. Retiree Health Premium Coverage

The City shall contribute amounts for health premium coverage under the City's group health plans, for Management employees who retire from the City of Simi Valley after July 2, 1990 and were hired prior to June 21, 2010 (as designated

below.) Employees hired on or after June 21, 2010, are not eligible to receive current retiree health insurance benefits (as designated below), but rather will receive a contribution in the amount of \$200.00 per month during employment placed into a retiree health savings account or similar program. Employees hired June 20, 2010 or before are not subject to this provision upon promotion.

Effective June 21, 2010, eligible Management employees who retire from the City of Simi Valley may select one of the following options for health coverage:

Option One

The City shall contribute equal to employee-only coverage for up to \$1,500 per month on the City's group health plan for up to 120 months (10 years) after the date of retirement for employees that served ten (10) years or more with the City prior to retirement.

Option Two

The City shall contribute equal to employee-plus-one coverage up to \$1,500 per month on the City's group health plan for up to 60 months (5 years) after the date of retirement for employees that served ten (10) years or more with the City prior to retirement.

Effective July 2, 2001, retiring eligible management employees (hired prior to June 21, 2010) who have worked for the City for over twenty (20) years will be eligible for additional years of medical coverage. For every year worked for the City beyond twenty (20), the retiring employee will be eligible for an additional year of medical coverage under Option One or one-half year under Option Two.

Effective January 1, 2014, the City contracted with the Public Employees' Retirement System for medical insurance through the Public Employees Medical and Hospital Care Act ("PEMHCA"). All benefits shall be provided in accordance with PEMHCA regulations.

For retirees enrolled in a CalPERS plan, the City shall pay the required statutory minimum on behalf of each eligible retiree. The minimum contribution will apply only toward the medical insurance premium for a CalPERS Health plan. If a retiree chooses not to enroll in a CalPERS Health plan, the minimum contribution cannot be used for any other purpose.

If CalPERS changes any of the medical insurance plans by either adding to or deleting any of the plan options, retirees will be limited to those plan options offered by CalPERS.

CalPERS Health Plan Requirements for Retirees:

In order to qualify for coverage under the City's medical insurance plans in retirement, retirees must meet the following CalPERS Health Plan requirements, along with any additional requirements as dictated by CalPERS and applicable laws:

- Retire from the City of Simi Valley within 120 days of separation from employment;
- Be eligible for health benefits upon separation; and,
- Receive a monthly CalPERS retirement allowance.

In the event of the death of a retiree, a surviving spouse is eligible for coverage under the City's medical insurance plans so long as they continue to receive a pre-selected allocation of the retiree's retirement allowance in place of the deceased retiree. The CalPERS Health Plan is tied to the CalPERS pension benefit, such that, if the surviving spouse does not receive the retiree's retirement allowance (for example, the retiree selected Unmodified Allowance or Option 1 at the time of retirement), the surviving spouse will not be eligible for the City's medical insurance plans upon the death of the retiree.

Sharing the City Medical Insurance Contribution with a Spouse:

Executive Management (including City Manager and City Attorney), Management, and City Council Member retirees who have earned a City medical insurance contribution (as described in Section 5 Retiree Health Premium Coverage) can apply the City medical insurance contribution to cover a spouse for all or a portion of the earned period of time, so long as the retiree and the spouse continue to meet the CalPERS Health Plan requirements.

For example, if the retiree earned a City contribution towards medical insurance for a 10-year time period, the retiree may elect to apply the contribution to cover him/herself and a spouse for 2 years, and him/herself only for the remaining 6 years. The retiree must designate, at the time of retirement, how the City's medical insurance contribution will be applied. Changes will not be permitted once the designation is complete. The retiree is required to be the insured on the medical plan; a spouse may not participate on the medical plan without the retiree, except in the event of death of the retiree as outlined below.

In the event of the death of a retiree, a surviving spouse, who meets the CalPERS Health Plan requirements, will continue receiving the City medical insurance contribution for the remainder of the earned period of time as elected by the retiree at the time of retirement, or until the spouse remarries, whichever occurs first.

Delay of City Medical Insurance Contribution:

Executive Management (including City Manager and City Attorney), Management, and City Council Member retirees may elect to delay receiving the City medical insurance contribution for up to five years from their separation date so long as they meet the CalPERS Health Plan requirements. If the separated employee does not meet the CalPERS Health Plan requirements upon retirement, they will not be eligible for enrollment in the City's medical insurance plans and will not qualify to receive the City retiree medical insurance contribution. Retirees may only enroll in the City's health plans during an open enrollment period, which usually occurs in September/October each year, with an effective date of January 1 of the following year. It is the retiree's responsibility to enroll in a medical plan during an open enrollment period occurring prior to the deferment deadline in order to begin receiving

the City medical insurance contribution. The City will not provide reminders or notices that the deferment period is ending. Retirees who do not enroll in a City medical plan prior to the end of the deferment period will not be eligible to receive any portion of the City medical insurance contribution.

6. Life Insurance

Management employees shall be included in the group term life insurance under the terms of the City's policy. The City shall contribute an amount equal to the monthly premium amount for the designated amount of insurance including accidental death and dismemberment coverage and dependent life insurance.

The amount of accidental death and dismemberment life insurance coverage shall be \$151,000 for Executive Level Management (Chief of Police, Director of Administrative Services, Director of Public Works, Director of Community Services, Director of Environmental Services, Assistant City Manager), and \$101,000 for all other Management employees.

Effective July 2, 1990, the City shall provide coverage in the amount of \$5,000 for the employee's spouse and dependents.

7. Short-Term/Long-Term Disability Insurance

Effective July 1, 1996, a short-term disability insurance program will be implemented to coordinate with the long-term disability insurance program currently in place for Management Employees. The short-term disability benefit will begin on the 8th day of absence (or first day if the employee is hospitalized) and continue for 180 days (6 months). The long-term disability policy will begin on the 181st day. Management employees shall be included in the short-term/long-term disability insurance program in accordance with the City's group policy. The City shall contribute an amount equal to the monthly premium for such coverage. Effective July 1, 2005 the monthly benefit for short-term and long-term disability shall be 66-2/3 percent of salary to a maximum monthly benefit of \$9,500.

8. Public Employees' Retirement System

Management employees shall be included as members in the Public Employees' Retirement System (PERS) under the provisions of the City's contract with PERS. The City shall pay according the following provisions:

Employees must participate in the retirement plan for at least five (5) years in order to be vested and eligible for retirement benefits. Minimum retirement age is fifty (50).

Effective November 5, 1993, the City amended its contract with the Public Employees' Retirement System to permit employees to purchase up to four years of service credit for any continuous active military or merchant marine service prior to employment.

Effective the paycheck of July 10, 1998, the City amended its contract with the Public Employees' Retirement System to permit employees to purchase prior years of service credit on a pretax basis.

#### Definition

"Classic Member" is defined by the California Public Employees' Retirement System (CalPERS) as an employee who has been a member of any public employee retirement system or plan prior to January 1, 2013. An employee is considered a Classic Member if he or she does not meet the definition of a "New Member" as defined by Section 7522.04(f) of the California Government Code.

"New Member" is defined by Section 7522.04(f) of the California Government Code. Generally, with limited exceptions, a New Member is an employee who is hired on or after January 1, 2013 by a public entity.

The City will provide the following defined benefits for employees:

Tier 1	Classic Member (Sworn)	3% @ 55	Hired prior to 1/1/2013 and reciprocal transfers
Tier 1	Classic Member (Non-Sworn)	2% @ 55	Hired prior to 1/1/2013 and reciprocal transfers
Tier 2	New Member (Sworn)	2.7% @ 57	Hired on or after 1/1/2013
Tier 2	New Member (Non-Sworn)	2% @ 62	Hired on or after 1/1/2013

#### a. Tier 1 Classic Members:

1. The following is a summary of Tier 1 CalPERS contract provisions:
  - a. One Year Final Compensation - Single Highest Year
  - b. 4<sup>th</sup> Level 1959 Survivor Benefits
  - c. Pre-Retirement Optional Settlement 2 Death Benefit
  - d. Military Service Credit as Prior Service
  - e. Public Service Credit for Peace Corps or AmeriCorps Vista Service
  - f. Employer Paid Member Contributions (EPMC), currently seven percent (7%) of the employee's pensionable income for Non-Sworn Management and nine percent (9%) of the employee's pensionable income for Sworn Management, is reported to CalPERS as special compensation
2. Effective June 30, 2014, Non-Sworn and Sworn members in Tier 1 shall contribute three percent (3%) of total pensionable income to their CalPERS retirement plan, which will apply toward the employer portion.

#### Non-Sworn Members:

3. Effective December 28, 2015, Non-Sworn members in Tier 1 will begin paying two percent (2%) of pensionable income to their CalPERS retirement plan, which will apply toward the member portion. The City will contribute five percent (5%) of Non-Sworn members' pensionable income, which shall be reported to CalPERS as EPMC (special compensation).

4. Effective December 26, 2016, Non-Sworn members in Tier 1 will begin paying four percent (4%) of pensionable income to their CalPERS retirement plan, which will apply toward the member portion. The City will contribute three percent (3%) of Non-Sworn members' pensionable income, which shall be reported to CalPERS as EPMC (special compensation).

Sworn Members (the Chief of Police):

5. Effective December 28, 2015, the Chief of Police in Tier 1 will pay four and one-half percent (4.5%) of pensionable income to his or her CalPERS retirement plan, which will apply toward the member portion. The City will contribute four and one-half percent (4.5%) of the Chief of Police's pensionable income, which shall be reported to CalPERS as EPMC (special compensation).
6. Effective December 26, 2016, the Chief of Police in Tier 1 will pay an additional four and one-half percent (4.5%) totaling nine percent (9%) of pensionable income to his or her CalPERS retirement plan, which will apply toward the member portion. The EPMC (special compensation) will be eliminated.

b. Tier 2 New Members:

1. The following is a summary of Tier 2 CalPERS contract provisions:
  - a. Three Year Final Compensation - Highest average annual final compensation during a consecutive 36-month period subject to the cap
  - b. 4<sup>th</sup> Level 1959 Survivor Benefits
  - c. Pre-Retirement Optional Settlement 2 Death Benefit
  - d. Military Service Credit as Prior Service
  - e. Public Service Credit for Peace Corps or AmeriCorps Vista Service
2. Non-Sworn members in Tier 2 shall contribute seven percent (7%) of total pensionable income to their CalPERS retirement plan, which 6.25% will apply toward member portion and 0.75% toward City's employer portion. Sworn members (the Chief of Police) in Tier 2 shall contribute twelve percent (12%) of total pensionable income to their CalPERS retirement plan, which is applied toward the member portion. New Members are required to contribute at least 50% of the normal costs which are subject to change on an annual basis based on actuarial analysis.

9. Annual Leave

Management employees shall accumulate Annual Leave at the following rates (the City Manager's accrual of Annual Leave is specifically outlined in a separate contract):

Employees with 10 or more years  
of continuous service and all  
Executive Management employees      260 hours per year (**effective June  
27, 2016**)

Employees with 5 or more years  
of continuous service and all  
Executive Management employees -    248 hours per year

Employees with less than 5  
years of continuous service              208 hours per year

Accumulations shall be prorated and granted each pay period.

The maximum accumulation of Annual Leave for Management employees shall be 800 hours. This accrual limit shall not apply to the Executive Management positions of City Manager and City Attorney.

Executive Management additionally may cash-in up to fifty (50) hours of Annual Leave once at any time during the calendar year subject to an annual cap of 235 hours per fiscal year.

Effective July 3, 2000, Management Employees may convert Annual Leave accumulations to salary compensation to a maximum of 209 hours per fiscal year for those employees with less than five years of service and 235 hours per fiscal year for those employees with five or more years of service.

The City Manager or designee shall determine the dates for conversion of Annual Leave.

10. Holidays

The following dates shall be considered as holidays for Management employees and are paid at eight (8) hours each day:

Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Day before Christmas  
Christmas Day  
New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Memorial Day

Holidays will be observed in accordance to the Management Employees' Manual. Whenever any of the listed holidays falls on Sunday, the holiday shall be observed by

the City on the following Monday. Whenever any holiday falls on a Saturday, the preceding Friday shall be observed by the City as a holiday.

#### Floating Holiday

Effective with the January 15, 2016 pay check, and with the first January pay check of each year thereafter, an 8-hour floating holiday shall be added for use by all regular full-time employees. Regular part-time employees shall receive a pro-rated floating holiday benefit based on their part-time status (i.e., a 50% part-time employee will receive 4 hours.) The floating holiday benefit may be used by employees in part to supplement the hours needed for paid holiday listed above, or in whole at any time during the calendar year for which it is granted, however it may not be cashed out. Any part of the floating holiday benefit that is not used will expire at the end of the last pay period in the calendar year. The use of floating holidays is subject to the scheduling and approval provisions of Policy 27, Annual Leave, in the Management Employees' Manual.

#### 11. Annual Physical

Executive Management employees may receive an annual physical examination at City expense not to exceed \$300 beyond health benefits otherwise provided for physical examinations.

#### 12. Tuition Reimbursement

Effective July 1, 2007, the maximum amount of reimbursement for tuition expenses under the City's Tuition Reimbursement program shall be \$1,600 per fiscal year for Management employees and shall provide for reimbursement of textbooks.

Effective July 2, 2001, the tuition reimbursement program is modified to allow for job-related and professional development non-credit coursework, upon approval by Human Resources.

Effective July 1, 2002, Management employees utilizing the tuition portion of the Tuition Reimbursement program will be eligible to receive payment for tuition and fees prior to course commencement. Proof of successfully passing a class is required upon course completion.

Effective July 1, 2005, the tuition reimbursement program is modified to include reimbursement for laboratory fees and student fees.

#### 13. 401(k) Plan

A 401(k) deferred compensation program is available to all management employees. A Roth 401(k) option is also available.

Effective June 21, 2010, the City shall contribute to the City's 401(k) Plan the amount of \$30.00 per bi-weekly pay period for Executive Management employees. The City will also contribute an amount equal to 100% of an Executive/Management

employee's voluntary contribution to the 401(k) Plan up to a maximum amount of \$35.00 per pay period.

Effective December 28, 2015, the City shall match an employee's voluntary contribution to the 401(k) Plan up to a maximum amount of \$46.54 per pay period.

Effective June 27, 2016, the City shall match an employee's voluntary contribution to either the 401(k) or 457 Plan up to a maximum amount of \$58.08 per pay period. The match may not be split between the two plans.

14. 457 Plan

Effective July 1, 2002, Management employees shall be eligible to participate in the City's 457 deferred compensation plan.

15. Substance Abuse Policy/Employee Assistance Program

The City shall continue a Substance Abuse Policy/Employee Assistance Program, applicable to all Management employees, in concert with the City's commitment to assure a drug and alcohol-free workplace.

16. Alternative Work Week

Effective June 29, 1992, an alternative 38-hour workweek option shall be made available to Management employees. The option will consist of a 9½ hours per day, four days per week schedule, with participation subject to City Manager review and approval. Participants shall receive a salary reduction, to cover a pro-rated reduction in benefit cost (the reduction will be calculated at the time of request).

17. Disciplinary Action

Effective June 26, 2006, counseling memoranda and written reprimands that are at least three years old and any future counseling memoranda and written reprimands that become three years old, shall at the request of the Management employee be sealed. Sealed files will be temporarily removed from the employee's file immediately prior to anyone inspecting the employee's file, and can be reviewed only by the City Manager.

18. Sworn Management Educational Incentive

Effective August 28, 2006, employees in the classification of Chief of Police who have been awarded a Master of Arts or Science degree shall be eligible to apply for an educational incentive of five percent (5%) of base salary after providing appropriate verification of a Master of Arts or Science degree.

Effective December 28, 2015, the education incentive will increase by two percent (2%) for a total of seven percent (7%) of base salary.

19. Other Terms and Conditions of Employment

The remaining terms and conditions of employment for Management employees shall be as provided in the applicable sections of the Employee's Manual or as determined by the City Manager.